AIR OPERATIONS
C h e c k   L i s t

Before you leave home

☐   Do you have everything that you will need to do Air Ops? Grided and current Charts, Road maps, Erasable pens, Dry Erase makers, stickers, Stapler, sectional ruler, pencils, paper clips, phone message pad, tape, your own air ops status board, folders, current ES mission forms, white out, grease pencil, clear acetate(sp) sheets and calculator.

After arriving at base

☐ Get briefed by the IC
     ☐ Who will be picking the Grids? _____
     ☐ What is the availability of fuel at the base? _____
     ☐ Does the IC know of any local hazards or unusual things? _____
     ☐ Is housing or food been provided? American Red Cross, Salvation Army etc.
     ☐ What radio checks does the IC want. (check the ones that apply)
         ☐ Ramp radio check
         ☐ Wheels up time(within 10mins.)
         ☐ Entering Grid
         ☐ Exiting grid
☐ Does the IC want a Highbird up and when?_____

☐ Brief the communications people
     ☐ Who will keep the Ops Normal log? _____
     (On the above radio checks)
     ☐ How will info get from Com to Ops?
     (try not to use runners, maybe handheld radios or phone intercom)

☐ Brief your own personnel on procedures

     ☐ Do you have enough personnel to do your job safely?
     Recruit a aircrew if needed. Putting a Highbird up takes some of the pressure off the AOD/AOC, since they will handle the Ops normal log.
     ☐ Don't assume anyone knows anything!!!

☐   Get weather yourself or ask one of the waiting Aircrews to get search area weather for you. Brief them and give them a form 22g. Make sure this information gets posted in the area that the crews pre-flight. Have this done at least once an hour if practical. FSS (1-800-WX-BRIEF)
☐   Fill out Information Board with Mission #, today's date, weather, missing AC information, Base phone, both ground and air frequencies, local housing and food.

BRIEFING CHECKLIST

Before you begin;
- ☐ Make sure you have all the info that the aircrews are required to know
- ☐ Has this grid been searched before? Were there any comments from past crews? Make sure you are not sending a crew back at the same time of day as previous crew's search.
- ☐ Is this aircrew going into a county that has not been notified of our search? Check with the IC

Actual Briefing Checklist
- ☐ Check pilot and aircrew qualifications (FAA Lic., Medical, and ES cards)
- ☐ If this is the _____ aircrew, put a Highbird up next (get number from IC)
- ☐ If Highbird give Ops Normal Log (CAWG 110a) & go over comm.(tell comm about HB)
- ☐ Has a CAPFLIGHT number been assigned? (If not assign a # from the CAWG Call sign sheet)
- ☐ Has a sortie number been assigned?
- ☐ Has the pilot filled out the CAWG ICS 204a properly? (Check every box!)
- ☐ Is the sectional title AND number on the CAWG ICS 204a?
- ☐ Is the crew in the proper uniform, boots (6" high leather, per CAWG 39-1 sup.) etc.?

Questions to ask aircrews (do not give this info. ASK them, they should already have it on their Pre-briefing sheet)
- ☐ Wt. & balance numbers
- ☐ What is the callsign of the SAR base? _____
- ☐ What frequency will you be on? Ground _____ & Air_____
- ☐ What is your CAPFLIGHT number?
- ☐ What grid are you searching? Show me on your GRIDED sectional.
- ☐ Do you have a current sectional on board?
- ☐ Do you have at least one survival pack on board?
- ☐ What is the telephone number of the base? _____
- ☐ What are you looking for? Color, Type, etc._____
- ☐ What is the current weather? (Did they check the weather board)
- ☐ What are the hazards in the area? (Make sure you already know)
- ☐ What will your alternate airport be? And is it on the 104?

Information to give Aircrews
- ☐ Other aircraft that will be in their vicinity and their callsign.
- ☐ If a possible target is found, they need to radio in with **JUST** the Mins. and tenths of the Lat. and Long.
- ☐ Radio communications is with whom? _____
  - ☐ Ramp (pre-engine start) radio check call into _____
  - ☐ Engine Start time, call into _____
  - ☐ Entering Grid time
  - ☐ Ops normal reports **NO MORE THAN A HOUR APART** otherwise landline or RTB
  - ☐ Exiting grid time and <u>ETA</u> back to base (NOT ETE). If they are going to be more than 10 min. late from their ETA time, CALL IN to extend
- ☐ Have them make a note to turn on their beacon before engine start
- ☐ Enter ETE and ETD at bottom of CAWG ICS 204a
- ☐ When finished have pilot sign CAWG ICS 204a along with you

After Briefing
- ☐ Fill out Air Ops Log CAWG ICS 220
- ☐ Put information on Air Ops Status Board
- ☐ Fill out and put in "IN GRID" folder.
- ☐ Put sticker with tail # and CAPflight # on laminated chart

DEBRIEFING GUIDE

Before you begin:

- ☐ Make sure you have lead sheets (CAWG form 22h)

Reminders:

- ☐ The pilot should not be the major voice, he is just the driver
- ☐ Fill out a Lead Sheet for anything that you feel is important. Not all IC's read the 204a's at the end of the day
- ☐ It is suggested to use the worksheet below or be conservative with the POD. Consider who and how many are in the plane. If two pilots are in the plane make a reduction for this.

Checklist:

- ☐ Adjust ATA time so that it matches the pilot's actual start and stop time (Hobbs or tach time).
- ☐ Make sure that all the boxes below the Debriefing title are filled out
- ☐ Make sure you have transferred the Inbound and Outbound time down to the Summary Area.
- ☐ Note the outbound time and whether the crew will be within their duty day limits = 14 hours (60-1,2-14) & 8 hour max. flight time
- ☐ Remind the pilot to mail the 108 to the IC and NOT wing

Post Debrief Action

- ☐ Update the CAWG form 220 with the latest information from the ICS form 204a .
- ☐ If a Lead sheet was prepared give it to the IC

POD WORKSHEET (to be used with the POD Table)

Ground Cover Description	POD	Multiple	% of grid in decimal	=		
Open and flat		X		=	**(A)**	
Moderate Tree cover		X		=	**(B)**	
Heavy Tree Cover		X		=	**(C)**	
(A) + **(B)** + **(C)** TOTAL POD (add POD from above)					**(D)**	
CREW ADJUSTMENT (Multiple .5 by # of Obsrs/Scnrs Not counting pilot)					**(E)**	
(D X E) SUBTOTAL					**(F)**	
GRID TIME ADJUSTMENT (Grid time divided by 2)					**(G)**	
(G X F) ACTUAL POD (multiple total POD by Adjustment #)						

SAMPLE

The aircrew says that 50% of their search area was Open and Flat and from looking at the POD chart they say that they had a POD of 15 for this area of the grid. 10% of the grid had a Moderate cover and a POD of 10. The remaining 40% of the grid was Heavy cover and a POD of 5 was determined for this area of the grid. There was Three scanners on board (not counting the pilot). They spent 1.5 hours in the grid (this does not include enroute time)

POD WORKSHEET

Ground Cover Description	POD	Multiple	% of grid in decimal	=		
Open and flat	15	X	.5 (50%)	=	**(A)**	7.5
Moderate Tree cover	10	X	.1 (10%)	=	**(B)**	1
Heavy Tree Cover	5	X	.4 (40%)	=	**(C)**	2
(A) + **(B)** + **(C)** TOTAL POD (add POD from above)					**(D)**	10.5
CREW ADJUSTMENT (Multiple .5 by # of Obsrs/Scnrs Not counting pilot)					**(E)**	1.5
(D X E) SUBTOTAL					**(F)**	15.75
GRID TIME ADJUSTMENT (Grid time divided by 2)					**(G)**	.75
(G X F) ACTUAL POD (multiple total POD by Adjustment #)						**12**

SAMPLE 2

The aircrew says that 10% of their search area was Open and Flat and from looking at the POD chart they say that they had a POD of 20 for this area of the grid. 30% of the grid had a Moderate cover and a POD of 10. The remaining 60% of the grid was Heavy cover and a POD of 5 was determined for this area of the grid. There was ONE scanner on board (not counting the pilot). Total time actually IN GRID 2.5 hours.

POD WORKSHEET

Ground Cover Description	POD	Multiple	% of grid in decimal	=		
Open and flat	20	X	.1 (10%)	=	**(A)**	2
Moderate Tree cover	10	X	.3 (30%)	=	**(B)**	3
Heavy Tree Cover	5	X	.6 (60%)	=	**(C)**	3
(A) + **(B)** + **(C)** TOTAL POD (add POD from above)					**(D)**	8
CREW ADJUSTMENT (Multiple .5 by # of Obsrs/Scnrs Not counting pilot)					**(E)**	.5
(D X E) SUBTOTAL					**(F)**	4
GRID TIME ADJUSTMENT (Grid time divided by 2)					**(G)**	1.25
(G X F) ACTUAL POD (multiple total POD by Adjustment #)						**5**